

REGISTER OF DEEDS - 1219

General Definition of Work:

Performs difficult administrative and executive work directing the custody and maintenance of a variety of complex legal transactions. This is an elected position. Work is performed under general supervision in accordance with North Carolina General Statutes. Supervision is exercised over all department personnel.

FLSA: exempt

Essential Functions:

- **Recording and indexing legal instruments.**
- **Maintaining records and files; preparing reports.**
- **Responsible for directing, training, and evaluating staff and makes hiring and employment decisions.**
- **Supervises the work of the Office of the Registrar of Deeds; works closely with the staff of the Register of Deeds to maintain an effective operation.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Typical Tasks:

- Hires and assigns personnel as necessary to compensate for varying work loads.
- Directs the indexing of papers on temporary and permanent records and entering of all pertinent data necessary to identify instruments, property and all parties to the transaction.
- Examines and/or cancels instruments and makes certified copies of papers recorded in the Office of the Register of Deeds.
- Records and indexes all instruments of title to all real properties in the county, including deed easements, rights-of-way, leases and instruments of security.
- Keep records concerning vital statistics, military discharge and various other legal instruments.
- Prepares department budget and monitors expenditures.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the General Statutes governing the duties of the Register of Deeds; thorough knowledge of the policies, operations and procedures of the Register of Deeds office; thorough knowledge of modern record keeping standards, practices and procedures; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with State and local officials, associates and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school supplemented by specialized training in record keeping and real estate law and extensive experience in detailed record keeping and maintenance of legal instruments including considerable supervisory experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

This position is governed by North Carolina General Statutes and is an elected position.

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